



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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December 15, 2015

To: All Department Heads

From: Sachi A. Hamai
Chief Executive Officer

LOS ANGELES UNIFIED SCHOOL DISTRICT CLOSURE OF SCHOOLS

As you know, the Los Angeles Unified School District (LAUSD) announced that all schools are closed today in response to an unspecified threat. For more information regarding the LAUSD school closure please visit <http://www.lacounty.gov>, or you may call (213) 241-2064, go to <http://home.lausd.net/> or follow their Twitter feed @LASCHOOLS.

Regarding this developing situation at LAUSD, all County managers and supervisors are to be flexible and make every effort to accommodate employees who are parents/guardians of children enrolled in LAUSD and allow for time-off or work at an offsite location to the extent feasible. We ask that you use the following guidance in recording time-off in connection with the current LAUSD situation:

Employees may use existing vacation, personal leave or compensatory time off, to cover their absence for their children, grandchildren under their custody, and/or children under their legal guardianship, who are enrolled in kindergarten through twelfth (K - 12) grade in LAUSD.

Additionally, we have partnered with the Department of Mental Health to provide you with valuable information regarding how to talk with children and adolescents about disasters and emergencies. We believe this information is very relevant and worthy of distribution to our employees who are parents/guardians whose children might be affected by the LAUSD closure today and the recent incident in San Bernardino County. We ask that you share this information with your staff as soon as possible, as the situation with LAUSD will likely to have broad impact.

This is to also remind you the County's Employee Assistance Program is available to provide confidential counseling services to our employees and their dependents. The County's Employee Assistance Program can be reached at (213) 738-4200, address is: 3333 Wilshire Boulevard, Suite 1000, Los Angeles, CA 90010.

"To Enrich Lives Through Effective And Caring Service"

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Should you have any questions, please contact me at (213) 974-1101 or your staff may call Lisa M. Garrett at (213) 974-2406.

SAH:smh

Attachments

c: Board of Supervisors
 Chief Deputy Directors
 Administrative Deputies
 Departmental Human Resources Managers

Meeting the Child's Emotional Needs Following a Disaster

Children's reactions to a disaster are influenced by how the adults around them respond. It's important to maintain calm and discuss plans for safety.

- **Personal contact is reassuring**
- **Encourage them to share their thoughts and feelings about the incident**
- **Allow them to ask questions regarding the disaster and answer them according to their age and maturity level**
- **Understand that your child's reaction to a disaster will fluctuate**
- **Provide age-appropriate factual information and talk about future plans for safety**
- **Encourage child to help with community cleanup efforts**



County of Los Angeles Department of Mental Health

ACCESS HOTLINE
1-800-854-7771
562-651-2549 tdd/tty

TAKING CARE OF KIDS DURING AN EMERGENCY

Prepare: Know your child's school/children providers emergency plan and how they will contact you. Reassure your child in advance that you or a family member will pick them up after a disaster.

Respond: Stay calm! Children look to you to interpret confusing events/situations. Your reactions influence your children's response. Be as calm as you can so children aren't frightened. If you need to go to a shelter, bring small toys so they feel more at home.

Recover: Maintain parent, child and family routines and provide structure to their day.



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Helping Adolescents Deal with Distress Following a Disaster

Adolescents respond similarly to adults during disasters. As they grow older, their understanding of what is happening becomes clearer. Take the time to communicate and connect with them

- **Make time to be with your teenager**
- **Address safety concerns based on current situation**
- **Allow them to talk openly about their feelings**
- **Avoid being judgmental**
- **Be specific about rules and consequences**
- **Encourage teens to participate in community recovery efforts**
- **Praise and acknowledge their accomplishments**



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